



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5E-0343
Demo/Alternative Merit
Promotion

Position Title/Series/Grade:
Electronic Industrial Controls Mechanic Leader
WL-2606-10

Promotion Potential: WL-10

Employment Type: Full-time - Permanent

Grade and Salary Range:
WL-10 \$23.39 - \$27.30 Per Hour

Location of Position:
Research Facilities Services, Systems Maintenance
Branch, Preventive Maintenance and Inspection Team,
Beltsville, Maryland

Who Can Apply (You **must** include a statement in your
application that you are a U.S. citizen to be considered for this
position): All U.S. Citizens

Opening Date: September 6, 2005

Closing Date: Open Until Filled (First cut-off date
will be October 3rd, with subsequent cut-off dates
every three weeks)

For copies of vacancy announcements and/or application
materials, please call (301) 504-1482. For additional
information regarding employment opportunities, please
visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Susan Mooring
(301) 504-1360

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Susan Mooring
5601 Sunnyside Avenue, Stop 5104
Beltsville, MD 20705-5104

Fax: (301) 504-1535

E-mail: scirecruit@ars.usda.gov

Applications must be received, e-mailed or faxed by the
cut-off date of the announcement, to be considered
within that cut-off period. Applications received in
Government envelopes will not be considered.

Please take advantage of the Application Package
Checklist at the end of this announcement to ensure your
application is complete.

For information about the organization and location, visit
the location's website at: www.ba.ars.usda.gov

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting
area.

All applications must be received in the Human Resources Division on or before the closing date of May 31,
2005.

This announcement has been reissued to solicit additional applications. If you have already submitted your
application package, you do not need to reapply; however, if you wish to submit additional material, you are
welcome to do so.

Major Duties:

You will serve as the working leader of a team providing preventive maintenance and inspection services to customers in offices and laboratories throughout the Beltsville Area. The team is comprised of 3 Air Conditioning Mechanics, 1 Pipefitter, 2 High Voltage Electricians, 1 Maintenance Mechanic, and 2 Maintenance Workers. As leader, you will assign work, set the pace of work, provide technical guidance, demonstrate proper work methods, ensure safety rules are followed, check work in progress and on completion, report status and/or delays to the supervisor, approve/disapprove leave, and serve as the liaison between customers and Research Facilities Services.

Personally performed work involves maintenance, modification, and repair of various types of electronically controlled systems and equipment. Specific duties include repairing, altering and maintaining alarm and monitoring systems, electrical power status, and environmental alarm systems; upgrading and repairing specialized devices or electronic systems that monitor refrigerated and specialized equipment, building or related systems; maintaining, repairing, adjusting, and improving Direct Digital Control (DDC) programming to including lighting, irrigation, building HVAC systems, and greenhouse control systems and alarms. You will also test and calibrate a variety of instruments, as well as test fiber optic cables, terminations, and modems using test and repair equipment necessary to maintain network functionality, as well as read circuit descriptions, schematics, and layout sheets. Electronics services include preventive maintenance on a variety of equipment; as well as rewiring and replacing electrical cords; setting up laboratory equipment, such as incubators, sterilizers, high- and moderate-speed centrifuges, vacuum pumps, water baths and stills, central facility reverse osmosis water and laboratory filter purification systems, compressed gas regulation systems, programmable logistical controllers, and other electronics equipment requiring hardware and software installation, calibration, changing or repairing of components, and similar activities.

Working Conditions and Other Considerations:**HOURS OF WORK**

In general this position is scheduled to work Monday through Friday on a day-time schedule. However, you may be required to work a non-standard tour of duty and/or alternative work schedules because of extended coverage needed for certain conditions, such as mission requirements, contractor support, scheduled outages, etc. You may also be subject to call back situations or to working weekends, evenings, holidays, or after hours when necessary during emergencies, critical periods, or during times the government is closed due to inclement weather.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

You will frequently be required to lift and carry items weighing up to 40 pounds, and occasionally heavier weights. You may work in a sitting position for extended periods or be required to work in high places. Frequent standing, walking, bending, crouching, reaching, and stooping are required. Work is usually performed inside well-lighted, -heated, and -ventilated areas. It is sometimes necessary to work in warehouse-type or industrial areas where you may be exposed to loud noises, heat or cold, fumes, etc. The work subjects you to injuries such as electric shock, cuts and bruises, and burns.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

1. Ability to lead. (This is the screen-out element. Applicants who are not rated satisfactory on the screen-out element will not be rated on the remaining elements.)
2. Knowledge of equipment assembly, installation, repair, etc. for electronics equipment (or similar types) serviced in the work of this position.

3. Ability to use a variety of test equipment, power, and hand tools used in the type of work in this position.
4. Knowledge of the principles, basic functions, and applications of electronics theory.
5. Ability to troubleshoot electronic circuits, components, equipment, etc. and determine method of repair.

Additional Requirements:

1. You must possess and maintain a valid state driver's license.
2. You must possess (or able to obtain within 120 days after appointment) and maintain Universal CFC Certification for Refrigerants and Recycling.

A PHYSICAL EXAMINATION IS REQUIRED FOR ALL APPOINTEES NEW TO THE AGENCY PRIOR TO APPOINTMENT.

SUPPLEMENTAL QUESTIONNAIRE

Applicants are required to complete the attached supplemental questionnaire. Applicants who fail to complete and submit the questionnaire will not receive further consideration for the position.

SUPPLEMENTAL QUESTIONNAIRE

Electronic Industrial Controls Mechanic Leader, WL-2606-10

ARS-X5E-0343

1. Ability to lead. (This is the screen-out element. Applicants who are not rated satisfactory on the screen-out element will not be rated on the remaining elements.)

1a. Please indicate the types of leadership experiences you have had in trades work. Check all that apply. Feel free to add any additional information that amplifies your leadership abilities.

☐ Have had no leadership experience.

☐ Showed initiative to recommend changes to improve work procedures, quality, or other aspects of operations, but have not had held a leadership position.

☐ Provided technical leadership on a short-term or project basis for project teams (for example, in work methods, procedures, setting the pace, etc.)

☐ Provided technical leadership on a long-term basis for a permanent work team (for example in work methods, procedures, setting the pace, etc., as a lead worker or crew leader).

☐ Provided both technical and administrative supervision as a foreman (e.g., technical as described above, plus approving leave, assigning and reviewing work, counseling, etc.)

1b. Please give one or more examples of any suggestions you have given to improve work operations or customer service, or to cut costs or time needed to do jobs, or any other examples of suggestions for improvement. Indicate whether the suggestions were accepted and implemented and the results (if implemented).

1c. Have you provided technical guidance for staff in any of the following trades? Check all that apply.

☐ heating and ventilation systems operations, installation, and/or repair

☐ air conditioning systems operations, installation, and/or repair

☐ electrical work

☐ high voltage electrical work

☐ pipefitting

☐ plumbing

☐ lighting systems installation, maintenance, and/or repair

☐ irrigation systems operation, installation, and/or repair

☐ greenhouse systems operation, installation, and/or repair

☐ Other trades work (Please specify.):

1d. Please check any of the following types of activities with which you have had experience (check all that apply).

- ☐ suggesting or leading team building activities
- ☐ estimating material, equipment and manpower needs
- ☐ preparing specifications for materials, equipment, or other items to be purchases
- ☐ prioritizing work assignments for others
- ☐ coordinating work activities with customers or other units
- ☐ demonstrating proper work methods
- ☐ approving/disapproving leave
- ☐ reporting status of jobs and/or delays to supervisors
- ☐ responsible for direct interaction with customers, such as to report on work status, estimate completion, inform about possible interruptions, etc.
- ☐ Other work leader activities (Please specify.):

13. Do you have a currently valid state driver's license? ☐ Yes ☐ No
(If yes, please include a copy.)

1f. Do you currently have Universal CFC Certification for Refrigerants and Recycling?
☐ Yes ☐ No (If yes, please include a copy.)

1g. I am able to lift and carry items weighing 40 pounds without assistance. ☐ Yes ☐ No

2. Knowledge of equipment assembly, installation, repair, etc. for electronics equipment (or similar types) serviced in the work of this position.

2a. Please indicate the number of the level of knowledge and experience you have with the following types of electronically-controlled equipment with respect to assembly, installation, repair and other aspects of various types of equipment. Feel free to add any additional information that may amplify your knowledge or experience.

- 1 – I have no knowledge or experience of this type of system.
- 2 – I have knowledge (through education or training) but no experience working with this type of system.
- 3 – I have worked with this type of system to do minor repairs and/or routine maintenance but need assistance to do unfamiliar tasks.
- 4 – I have assembled, installed, and/or repaired this type of system using my own judgment and initiative.
- 5 – I have experience in handling independently the most complex or difficult aspects of the assembly, installation, and/or repair of this type of system; and/or I instruct others in the assembly, installation, and/or repair of this type of system.

- ☐ electronically-controlled lighting systems
- ☐ electronically-controlled irrigation systems
- ☐ electronically-controlled heating systems
- ☐ electronically-controlled ventilation systems
- ☐ electronically-controlled air conditioning systems
- ☐ electronically-controlled water distribution systems
- ☐ electronically-controlled greenhouse control systems
- ☐ electronically-controlled fire and other alarm systems
- ☐ electronically-controlled laboratory or other specialized equipment (Please specify type(s).):

- ☐ high voltage electrical equipment
- ☐ other types of electrical equipment
- ☐ commercial or industrial plumbing equipment
- ☐ hydraulic equipment (such as valve gate & closures, hydraulic motors, etc.)
- ☐ pneumatic equipment (such as HVAC controllers, etc.)
- ☐ mechanical equipment (such as Variable Air Volume controllers, etc.)
- ☐ Knowledge and experience of assembly, installation, and/or repair with other types of electronically-controlled systems (please specify and include brand, e.g., Siemens, Q-Com, etc.):

3. Ability to use a variety of test equipment, power, and hand tools used in the type of work in this position.

Please write the number of the statement in the blank provided next to each type of test equipment or tool that best indicates your experience level with their use. Feel free to add any additional information that may amplify your qualifications.

1 - I have not used this type of tool or piece of test equipment.

2 - I am able to perform the simplest and/or most routine tasks on my own using this type of tool or piece of test equipment.

3 – I am able to use this tool or piece of test equipment to perform skilled work up to the journeyman level with supervisory guidance or assistance.

4 - I am able to use this tool to perform common tasks typical of the journeyman level without supervisory advice and guidance. For test equipment, I understand how and for what purposes this equipment is used, I am able to recognize normal parameters, and can identify abnormal readings and take appropriate action.

5 - I am able to use this tool or piece of test equipment for the most complex types of work (for example, for work requiring extreme precision or caution, fabrication work, work on miniaturized components, etc.); and/or I regularly instruct others in its use.

- ☐ voltmeters
- ☐ ammeters
- ☐ voltage test light
- ☐ anemometer
- ☐ micrometers
- ☐ digital multimeters
- ☐ clamp on amp meter
- ☐ infrared thermometer
- ☐ motor megometer
- ☐ phase sequence indicator meter
- ☐ captive air hood-balometer
- ☐ air flow meter
- ☐ air conditioning circuit tracer
- ☐ refrigerant leak detector
- ☐ digital manometer

- ___ synchrosopes and/or frequency meters
- ___ spectrum analyzers
- ___ power measuring instruments
- ___ ohmmeters
- ___ flow hoods
- ___ hand-held analyzers
- ___ laptops or modems (to test or troubleshoot direct digital controls)
- ___ desktop personal computer
- ___ Direct Digital Control operating system
- ___ Other types of test equipment (Please specify.):

- ___ ratchets, extensions and sockets
- ___ adjustable wrenches
- ___ small hand tools, (such as open and box end wrenches, screwdrivers, nut drivers, etc.)
- ___ corded and cordless hand drills
- ___ reciprocating saw
- ___ solder gun
- ___ Other types of tools (Please specify.):

4. Knowledge of the principles, basic functions, and applications of electronics theory.

4a. Please describe any education or training you have had with respect to electronics theory. Attach copies of transcripts or lists of course work.

4b. Please place the number of the description in the blank provided that most closely indicates your level of knowledge and experience with the following aspects of electronic theory.

- 1 - I have no knowledge or experience of this aspect of electronics theory.
- 2 - I have training or education, but no on-the-job experience with this aspect of electronics theory.
- 3 - I am able to do the common tasks of the trade, but I have had no theoretical training in this area.
- 4 - I am able to perform most of the journeyman-level tasks that require this type of theoretical knowledge.
- 5 - I am able to perform tasks requiring an expert-level (i.e., prototype or experimental type of work) and/or thorough knowledge (i.e., for the most complex tasks associated with the work and/or to instruct others).

- ___ electrical/electronic diagrams, schematics and layout sheets
- ___ solid state diode theory
- ___ pulse-forming networks
- ___ conductors and insulators
- ___ transformers
- ___ generators
- ___ voltage and current comparison networks
- ___ simple logic circuitry
- ___ semiconductor devices and analog theory
- ___ integrated circuit theory

- ☐ digital circuit theory
- ☐ electromagnetic theory
- ☐ Other aspects of electronic theory (Please specify.):

5. Ability to troubleshoot electronic circuits, components, equipment, etc. and determine method of repair.

5a. Please check the statement that most closely matches your ability and experience level in troubleshooting this type of equipment.

☐ I have no experience troubleshooting this type of equipment.

☐ I am regularly able to diagnose simple problems and fix them where this involves only the most routine solutions.

☐ I am regularly able to find, diagnose, and fix a range of problems typical of the journeyman level with close supervisory assistance and advice.

☐ I am regularly able to find, diagnose, and fix the full range of problems typical of the journeyman level generally without supervisory advice and assistance.

☐ I am regularly able to find, diagnose, and fix the most difficult types of problems, such as those that require a thorough knowledge of the systems involved, or where other workers have not been able to do so.

5b. Please provide one or more examples of the most complex types of equipment, problems, and solutions you have encountered in troubleshooting types of equipment associated with this work.

Are you a U.S. citizen? ☐ Yes ☐ No

I certify, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

Signature

Date

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veteran's Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veteran's preference) (Visit the following web site for additional information:
<http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veteran's preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading

“Other Education” for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.